

DEPARTMENT OF NATURAL RESOURCES

Administrative Policy No: 5
Effective Date: September 1, 2000
Subject: Property Issuance
Authorization: L. A. C. 34:VII. 305 C

I. Policy:

It is the policy of the Department of Natural Resources (DNR) that all employees will be provided with the necessary property to efficiently and effectively perform their duties and that he/she will maintain responsibility/accountability for the property they are assigned.

II: Purpose:

This policy provides guidelines for the issuance and accountability of property control tagged equipment issued to DNR employees.

III: Applicability:

This policy applies to all classified and unclassified employees, students and contractors in the Department of Natural Resources.

IV: Procedures:

The attached property assignment/transfer form is the official document to track the movement of property from one Office/Section/Person to another in the Department.

Upon employment or transfer to a new section, employees will be assigned a work station and the equipment necessary to satisfactorily perform their duties. ¹All property control tagged equipment will be officially assigned to the employee using the attached assignment/transfer form. This form should be completed and signed by the property control liaison and the employee. In the absence of the property control liaison, the section supervisor may sign the transfer form.

The original of the property control assignment/ transfer form should be sent to the DNR Property Control Office, a copy retained on file with the property control liaison and a copy given to the employee.

¹All items of movable property having an acquisition cost of one thousand dollars (\$1,000) or more and all gifts having an appraised value of one thousand dollars (\$1,000) or more must be tagged and recorded in the Division of Administration AM18 System. All desktop computers, hand-held or palm computers, notebook computers, monitors, printers and scanners regardless of cost or appraised value will be tagged.

When an employee terminates or transfers from a section he/she should complete the assignment/ transfer form acknowledging the return of assigned property to the property control liaison.

The original of this completed form should be sent to the Department's property control office and a copy to human resource division , a copy given to the employee and a copy retained on file with the property control liaison.

If the Human Resource Division does not have a copy of the property control assignment/transfer form acknowledging return of the property to the property control liaison when an employee terminates or transfers, the Human Resource Division will forward the matter to the Assistant Secretary or his/her designee for final resolution.

IV-A: Assignment of Computers:

All desktop personal computers, hand-held or palm computers, notebook computers, monitors, printers, and scanners will be delivered to the **Information Technology Division, Technical Services Section**. Upon receipt, the equipment will be placed in the Information Technology computer room. Property control will be notified by Technical Services of receipt of the equipment and will issue a property control tag assigning it to the IT, Technical Services Section and tagging it to 3002 property location code. Technical Services will maintain a separate file showing all assignments and reassignments of computers and computer equipment. The original copy of the form will go to the property control section and a copy to Technical Services, the employee and the property control liaison.

At the time Technical Services sets up the equipment in an office/section, the assignment/transfer form will be completed reassigning the new equipment to the appropriate person/room number. In addition, the computer that is being replaced will be reassigned to the IT Section and the attached form, will be completed assigning the replaced equipment to IT, Technical Services.

Technical Services is responsible for configuring all IT equipment and software. Any changes to a Department computer which includes, installing software and/or moving to a different location or office must be performed by IT, Technical Services staff.

It is the responsibility of any DNR employee who discovers the loss of state assets such as cash, equipment, and small property items as a result of a crime, or has reason to believe that any loss of or loss from damage to covered property is the result of an employee's dishonesty, to report such loss to his immediate supervisor.

The DNR Property Control Coordinator and Internal Auditor will conduct random inventory audits on a quarterly basis. Employees and/or sections found not in compliance with this policy will be referred to the Assistant Secretary and the Human Resource Division.

V. Responsibility:

It will be the responsibility of each employee, property control liaison and Assistant Secretary to assure compliance with this policy.

VI. Exclusions:

This policy applies to all classified and unclassified employees within DNR. Excluded from this policy are automobiles which are regulated by the Division of Administration Fleet Management Policy.

VII. Questions:

Questions regarding this policy should be directed to the Undersecretary and/or DNR's Property Control Manager.

Scott A. Angelle, Secretary

DATE

DEPARTMENT OF NATURAL RESOURCES

Assignment/Transfer Form (to Another Section/Person)

IT IS REQUESTED THAT THE FOLLOWING EQUIPMENT BE TRANSFERRED:

FROM: _____
Office/ Division Section/Person/Room #

TO: _____

Office/ Division Section/Person/Room#

[illegible]

Signature, Sending Section/ Person

Date _____

Signature, Sending Property Liaison Officer

Date _____

Signature, Receiving Section/Person

Date _____

Signature, Receiving Property Liaison Officer

Date _____

REVIEWED AND RECORDED FOR PROPERTY INVENTORY:

PROPERTY CONTROL OFFICE

Date _____

Note: THIS FORM MUST BE SIGNED BY BOTH THE SENDING AND THE RECEIVING PERSON PRIOR TO SUBMITTING TO THE PROPERTY CONTROL OFFICE FOR REVIEW AND RECORDING PURPOSES. A COPY OF THIS FORM SHOULD BE RETAINED BY BOTH PARTIES PRIOR TO SUBMISSION TO PROPERTY CONTROL.

*THIS SECTION MUST BE COMPLETED INDICATING LOCATION WHERE EQUIPMENT WILL BE RELOCATED. PROPERTY LOCATION INDEX IS LOCATED IN DNR INTERNAL PROCEDURES HANDBOOK.